



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

RPA PERMIT
APPLICATION FOR A PERMIT FOR CERTAIN ACTIVITIES ON PROPERTY
THAT CONTAINS RESOURCE PROTECTION AREA FOR:

- Townhouse, multi-family or commercial property; or
- Single family detached dwellings

Submittal of this form with **original signatures is required.** *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

SECTION 1: TO BE FILLED OUT BY THE APPLICANT

Address of the Subject Property (including apt/suite #):	
Approval requested for the purpose of (type of land use or improvement):	<input type="checkbox"/> new development <input type="checkbox"/> other:
<p style="text-align: center;"><u>The Site is located in :</u></p> <input type="checkbox"/> the Floodplain Overlay District <input type="checkbox"/> the Heritage Preservation Overlay District, <input type="checkbox"/> the Chesapeake Bay Overlay District: Resource Protection District or Intensely Developed Area <input type="checkbox"/> Unknown	<p style="text-align: center;"><u>Associated Application (if any):</u></p> <input type="checkbox"/> None <input type="checkbox"/> Site Plan, submitted <input type="checkbox"/> Single Lot Development <input type="checkbox"/> Preliminary Subdivision Plan <input type="checkbox"/> Subdivision Site Plan <input type="checkbox"/> Minor Site Plan <input type="checkbox"/> Building Permit <input type="checkbox"/> Other: Submittal Date of Associated Application:
Regulations may vary, depending on the date the lot was recorded. Please indicate the approximate time frame when the lot was recorded:	<input type="checkbox"/> before October 1, 1989 <input type="checkbox"/> on or after October 1, 1989 to February 10, 2004 <input type="checkbox"/> on or after February 10, 2004
The activity involves land disturbance:	<input type="checkbox"/> of less than 2,500 square feet <input type="checkbox"/> of 2,500 square feet or more
Current Zoning of Subject Property:	

The undersigned hereby applies for approval of a permit for activity on property that contains a Resource Protection Area under the provisions of § 78-304.4 of the Herndon Town Code.

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*

Signature of Applicant (Property Owner, Contract Purchaser, or Authorized Agent)

Date

RPA PERMIT APPLICATION - continued

Name and role of principal contact for this application: (property owner, agent authorized to act on behalf of property owner, or contract purchaser):	
Mailing Address:	
E-mail address	Telephone #
FAX #	
Name and Title of Property Owner:	
Mailing Address:	
E-mail address	Telephone
FAX #	
SECTION 2: (to be filled out by Town staff) APPLICATION CLASSIFIED AS:	
<input type="checkbox"/> Site Specific Delineation for less than 5000 sf disturbed area <input type="checkbox"/> Site Specific Delineation for 5000 sf or more of disturbed area <input type="checkbox"/> Minor Water Quality Impact Assessment <input type="checkbox"/> Major Water Quality Impact Assessment	<input type="checkbox"/> CBPA Exception (for approval by the Town Council) <input type="checkbox"/> CBPA Administrative Waiver (for approval by the Zoning Administrator) <input type="checkbox"/> RPA Encroachment for <u>exempted uses</u> that must be approved by the Zoning Administrator as meeting certain criteria <input type="checkbox"/> Other:
SECTION 3: (to be filled out by Town staff) AUTHORIZATION FOR SITE SPECIFIC DELINEATION, WATER QUALITY IMPACT ASSESSMENT, AND ADMINISTRATIVE WAIVER	
Date of Site Inspection(s):	
Site Specific Delineation Approved (initials of reviewer):	
Water Quality Impact Assessment reviewed and determined satisfactory (initials of reviewer):	
<div style="display: flex; justify-content: space-between;"> <i>Zoning Administrator Signature and Authorization</i> <i>Date</i> </div>	
SECTION 4: (to be filled out by Town staff) AUTHORIZATION FOR EXCEPTION BY THE TOWN COUNCIL	
Date of Site Inspection(s):	
Site Specific Delineation Approved (initials of reviewer):	
Water Quality Impact Assessment reviewed and determined satisfactory (initials of reviewer):	
Number of resolution approved by the Town Council:	
Date of Town Council Public Hearing when resolution was approved:	

RPA PERMIT APPLICATION - continued

SECTION 5: (to be filled out by Town staff) TRACKING INFORMATION

<u>Associated Application & Case Number:</u> <input type="checkbox"/> Site Plan <input type="checkbox"/> Single Lot Development <input type="checkbox"/> Preliminary Subdivision Plan <input type="checkbox"/> Subdivision Site Plan <input type="checkbox"/> Minor Site Plan <input type="checkbox"/> Other:		<u>Site, or any portion, is located in :</u> <input type="checkbox"/> the Floodplain Overlay District <input type="checkbox"/> the Heritage Preservation Overlay District, <input type="checkbox"/> the Chesapeake Bay Overlay District: Resource Protection District or Intensely Developed Area <input type="checkbox"/> Downtown Transition Area <input type="checkbox"/> Landmark Business Area	
Received by:	Fee paid:	Date:	RPA Case No.:
Tax Map Reference:		Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

**Distribution
after
approval:**

Applicant

Community
Development
(file)

Community
Development
(RPA Log)

Public
Works

RPA PERMIT APPLICATION - SUBMITTAL REQUIREMENTS
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FOR ALL APPLICATIONS (Zoning Ordinance § 78-201.3)

_____ A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable).

_____ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed.)

RPA PERMIT APPLICATION - continued

**TO BE SUBMITTED WITH RPA APPLICATION FOR A PERMIT FOR ACTIVITY ON PROPERTY
THAT CONTAINS RESOURCE PROTECTION AREA ZONING**

Please determine if Situation A, B, or C, applies:

SITUATION A: If NO activity, development or other disturbance of the Resource Protection Area is requested:

_____ Site specific delineation of the Resource Protection Area and fee.

SITUATION B: **If activity, development or other disturbance of the Resource Protection Area is requested,** the lot was recorded before February 10, 2004, the Zoning Administrator has indicated that the requested activity is eligible for either an administrative waiver under § 78-304.4(m) of the Zoning Ordinance, or a CBPA exception under § 78-304.4(l) of the Zoning Ordinance:

_____ Site specific delineation of the Resource Protection Area if land disturbance is less than 5,000 square feet and fee; OR

_____ Site specific delineation of the Resource Protection Area if land disturbance is 5,000 square feet or more, and fee.

_____ Minor Water Quality Impact Assessment if land disturbance is less than 5,000 square feet and fee; OR

_____ Major Water Quality Impact Assessment if land disturbance is more than 5,000 square feet and fee.

_____ If applicable, fee for an administrative waiver (granted by the Zoning Administrator) in the Resource Protection Area.

_____ If applicable fee for an Exception (granted by the Town Council) in the Resource Protection Area.

SITUATION C: **If activity, development or other disturbance of the Resource Protection Area is requested,** the lot was recorded on or after February 10, 2004, and the Zoning Administrator has indicated that the requested activity is eligible for either an administrative waiver under § 78-304.4(m) of the Zoning Ordinance, or a CBPA exception under § 78-304.4(l) of the Zoning Ordinance:

_____ Site specific delineation of the Resource Protection Area and fee.

_____ Minor Water Quality Impact Assessment if land disturbance is less than 5,000 square feet and fee; OR

_____ Major Water Quality Impact Assessment if land disturbance is more than 5,000 square feet and fee.

_____ If applicable, fee for an Administrative Waiver (granted by the Zoning Administrator) in the Resource Protection Area.

_____ If applicable fee for an Exception (granted by the Town Council) in the Resource Protection Area.